

Message

From: Stepp, Cathy [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BEFDAFC0FA1A425EAE232F60AD9BDA1D-STEPP, CATH]
Sent: 9/6/2018 9:59:36 PM
To: Thiede, Kurt [thiede.kurt@epa.gov]
Subject: Fwd: Certificates for Deputy Regional Administrator
Attachments: image002.jpg; ATT00001.htm; Comp Cert.pdf; ATT00002.htm; Noncomp Cert.pdf; ATT00003.htm; **Citizen Name / Ex. 6** ATT00007.htm; Panel Information.docx; ATT00011.htm; Interviewing Instructions_SES.PDF; ATT00012.htm

Am I interpreting this correctly—☐ didn't make the cert list?

Sent from my iPhone

Begin forwarded message:

From: "Barja, Kyle" <Barja.Kyle@epa.gov>
Date: September 6, 2018 at 1:30:59 PM CDT
To: "Stepp, Cathy" <stepp.cathy@epa.gov>
Cc: "Sanders, Amy" <Sanders.Amy@epa.gov>
Subject: Certificates for Deputy Regional Administrator

Hello Ms. Stepp,

The certificates, applications, and background materials for the position Deputy Regional Administrator are attached. There were thirty-nine unique applicants for the position. Three were rated as best qualified by the panel and are referred on the competitive certificate. Four qualified applicants who are current career SES members, SES reinstatement eligibles, and/or OPM Candidate Development Program graduates that applied to the external vacancy announcement are referred on the noncompetitive certificate.

The next step is to conduct interviews, or make a tentative selection without interviewing.

After a decision has been reached, please return the signed selection roster along with a justification memorandum to me via email. The justification memorandum should include the following:

- The memo must be signed by the top political appointee in the AA-ship or Region, or the Principal Deputy on their behalf.
- If the selectee is currently in the EPA SES, the memo is addressed to the Principal Deputy Assistant Administrator for OARM.
- If the selectee is not currently in the EPA SES, the memo is addressed to go through the Principal Deputy Assistant Administrator for OARM to the Associate Deputy Administrator and Chief of Operations, Henry Darwin.
- The memo should include approval/disapproval lines at the bottom.
- The memo should describe the selectee's distinguishing qualifications, experience that sets him/her apart from the rest of the qualified applicants, and desired pay level.

Please return the signed certificates and justification by 10/19/2018. If you have any questions feel free to contact me.

Sincerely,

Kyle

Kyle Barja
Human Resources Specialist
Executive Resources, OARM-RTP
U.S. Environmental Protection Agency
Research Triangle Park, NC
919-541-2477